

I, _____, understand and agree to the following:

- Complete Request for Services (RFS) each semester via Eagle Advisor.
- Make all test request with at LEAST 48 (*business*) hours' notice prior to test date & time.
- Make appointments that allow for enough time to complete a test/exam/quiz with extended time considering DSPS hours of operation and your other scheduled responsibilities.
- Take test/exam/quizzes on the same day and time as the class and complete the test/exam/quiz in one sitting. Exceptions to this must be approved by the class instructor.
- Arrive on or before the scheduled test/exam/quiz time. If you are late, that time will be counted as part of your allotted test/exam/quiz time (just as it would for any student late to class on test/exam/quiz day).
- Contact DSPS if a test/exam/quiz date/time changes and/or a class is dropped.
- Check-in and check-out with a DSPS staff member.
- Have all materials approved by a DSPS staff member prior to going in the testing room.
- Put away all personal belongings, food, and drinks.
- Take care of personal needs prior to starting exams (bathroom, using cell phone, etc.).
- Not talk or communicate with other students in the testing room.
- Instructors will be notified if you leave the testing area for any reason.
- Follow the MSJC Student Code of Conduct rules while test-taking.
**Students suspected of cheating will be subject to disciplinary action by your instructor and/or the Office of Instruction.
- Tell a DSPS staff member immediately if you encounter any problems related to taking a test/exam/quiz in DSPS.
- Contact DSPS and your instructor if you are unable to take your test/exam/quiz on the scheduled day and time for any reason. (If you miss your test/exam/quiz, it will be returned to your instructor. It is up to you to see if the instructor will allow a make-up test/exam/quiz. If your instructor approves, a new Student Test Request Form will need to be submitted.)

See Student Accommodation Checklist for Student acknowledgement